Committee on Arrangements

W. R. Kirk, University Extension
Dorothy Milner, University Extension
Olive Goodfellow, University Extension
Margaret Ashdown, Coleman Lamp & Stove Co. Ltd.
Margaret McIrvine, Unemployment Insurance Comm.
Diane Pidduck, Simpsons-Sears Ltd.
Agnes Payne, Oneida Ltd.
Frances Kidd, Radio Valve Co. of Canada

Toronto Business and Professional Women's Club Executive

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2ND VICE-PRESIDENT—Lillian Moore
RECORDING SECRETARY—Betty Pearson
CORRESPONDING SECRETARY—Pearl King
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Chairman of Programme Committee
Margaret McIrvine

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Executive Development

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Sponsored by

THE TORONTO BUSINESS AND PROFESSIONAL WOMEN'S CLUB

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TUESDAY EVENINGS **TEN LECTURES**

October 5th

EXECUTIVE DEVELOPMENT—A Continuing Process

LECTURER: **J. J. Carson,** M.A., Manager, Manpower Planning and Development,
Hydro-Electric Power Commission of Ontario

October 12th

TRAINING and SUPERVISION

LECTURER: **Frances Kidd,** B.A., Training Director
Radio Valve Company of Canada

October 19th

ARE YOU COST-CONSCIOUS?

LECTURER: **J. G. McKnight,** R.I.A., Comptroller and Secretary
Shirriffs, Limited

October 26th

WAGE and SALARY ADMINISTRATION

LECTURER: **R. L. Hart,** Industrial Relations Manager,
Canada Wire and Cable Company Limited

November 2nd

BETTER COMMUNICATIONS

LECTURER: **Professor W. Line,** O.B.E., B.Sc., M.A., M.ED., PH.D.,
Department of Psychology,
University of Toronto

November 9th

STREAMLINING OUR METHODS

LECTURER: **Professor T. C. Graham,** M.B.E., B.A.Sc.,
Director, Institute of Business Administration,
University of Toronto

November 16th

EVERY EMPLOYEE A COMPANY AMBASSADOR

LECTURER: **Helen Tucker,** A.B., A.R.C.T.
Consultant and Instructor in Oral Expression

November 23rd

COMPANY IMPACT ON THE COMMUNITY

LECTURER: **Edra Sanders Ferguson,**
Sanders and Sanders, Barristers,
St. Thomas, Ontario

November 30th

PROGRESS THROUGH INDUSTRIAL DESIGN and DESIGN RESEARCH

LECTURER: **J. S. Luck,** A.C.I.D., Industrial Designer,
Aluminium Laboratories Limited,
Kingston, Ontario

December 7th

GRIEVANCES WITHOUT GRIEF—Your Panel Night

Discussion of Business Problems and Summary of the Course

CHAIRMAN: **Margaret E. Ashdown,** F.C.I.S., Secretary and Director,
Coleman Lamp and Stove Company Limited